# FISCal One state. One system.

Cash Management Business Process Workshop (BPW)

July 2018 Departmental Release



### <u>Agenda</u>

- BPW Objectives
- What you should take away
- CM Overview
- CM Department User Roles
- CM Key Terms
- Business Process covered in Cash Management
  - Bank Account
  - Bank Account Transfer
  - Bank Reconciliation
  - Reports
- Next Steps



Introduction

Reports



# **BPW Objectives**

- The Business Process Workshops allow participants to:
  - Gain an understanding of the new FI\$Cal processes and end-user roles
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI\$Cal





### What You Should Take Away

- Materials from today's session:
  - Business Process Workshop Presentation
- Understanding of the new FI\$Cal processes
- The next steps
- The support available from FI\$Cal



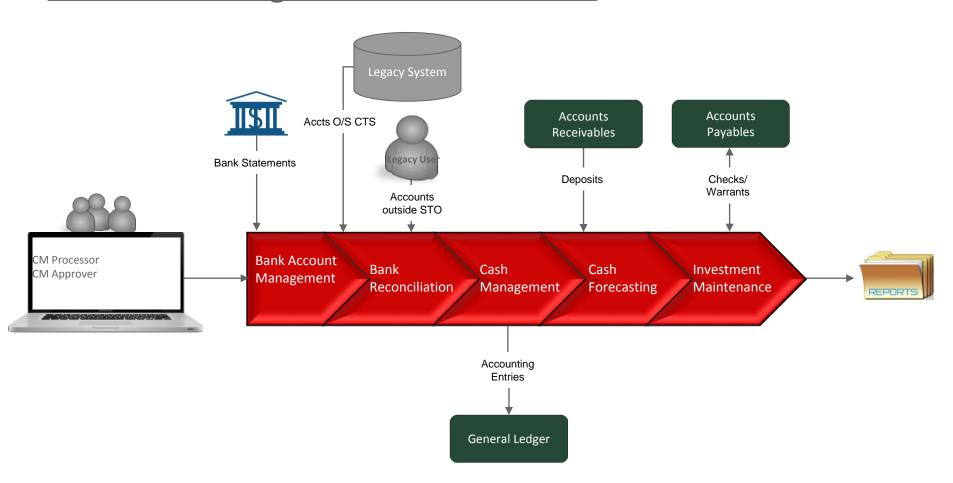


### Cash Management Module Impacts

- The 2018 Release has FI\$Cal Departmental Impacts for the following processes:
  - Bank Account Transfers
  - Bank Reconciliation
  - Reports



### Cash Management Overview



Reports

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### What *IS NOT* Changing for FI\$Cal

- The following process will continue as they are today:
  - Requests for new bank accounts
  - Zero Balance Account (ZBA) management and reconciliation will remain the same as it is today

Reports





- Department-level cash data will be contained in the FI\$Cal General Ledger (GL) and transaction-level modules (for example, Accounts Receivable and Accounts Payable)
- FI\$Cal includes CTS Bank Account conversion and transaction reconciliation
- Banks and bank account configuration will be maintained by STO
- Reconciliation will be performed by FI\$Cal overnight on a daily schedule
- Departments will analyze reconciliation exceptions within FI\$Cal







FI\$Cal End-User Role	Description
CM Processor	<ul> <li>Creates and submits requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts</li> <li>Reviews and updates the Bank Account Transfers within the Cash Management module and submits them to CM Approver for review and approval</li> <li>Reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process.</li> <li>Runs reports for Bank Statements, Reconciliation, and Cash Management</li> </ul>

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FI\$Cal End-User Role	Description
CM Approver	<ul> <li>End user who:</li> <li>Reviews and approves all department requests for transfers between CTS Bank Accounts associated with their business unit security</li> <li>Runs reports for Bank Statements, Reconciliation, and Cash Management</li> </ul>







Term	Definition									
Centralized Treasury System (CTS) Accounts	Department checking accounts									
Bank Account Transfer	The transfer of money between CTS Accounts (not including interagency billing)									
STATE Bank	Includes Department CTS Accounts and the SCO Warrant Account									





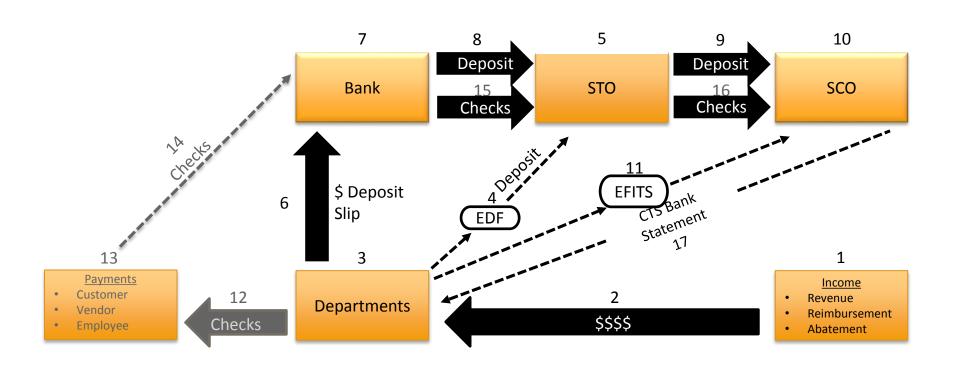


Term	Definition
Bank Statement Reconciliation	The process used to reconcile FI\$Cal transactions to imported bank statement transactions
Item Processing Section (IPS)	The STO section whose system generates the Paid Items file
Centralized Treasury Trust System (CTTS)	SCO's system that records department bank statement transactions and provides monthly department bank statements





#### CASH CYCLE FLOW CHART







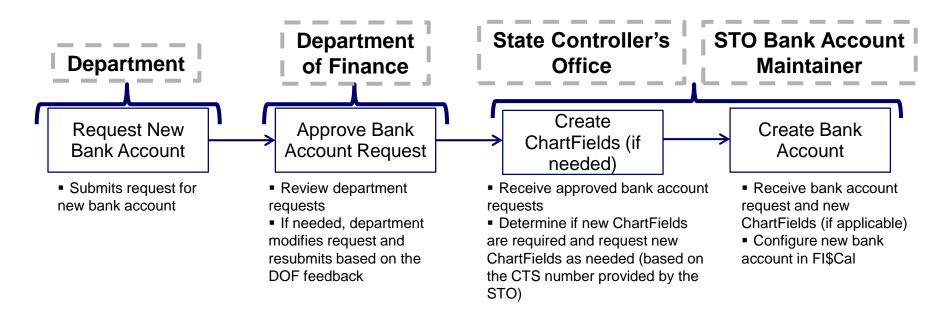
### Bank Accounts in FI\$Cal

- Before money can be moved in and out of PeopleSoft, Banks and Bank Accounts must be defined
- CTS and Warrant Accounts (Virtual Bank Accounts) Cash is accounted for by Fund.
  - CTS Accounts Departmental BU ownership
    - General Cash, ORF Cash, Agency Trust Cash
  - Warrant Account Statewide BU ownership
    - Cash in State Treasury









#### **Key Impacts**

Reports

- This process facilitates the management of cash in the CTS Accounts and the Warrant Account
- New bank account requests route to DOF, SCO, and STO for approval and processing







In Fi\$Cal, departments are called Business Units.

Reasons for requiring a transfer vary depending on business need.

#### Within Business Unit Transfers

 Departments will initiate CTS transfers within their BU (e.g., general cash, ORF revolving fund, agency trust)

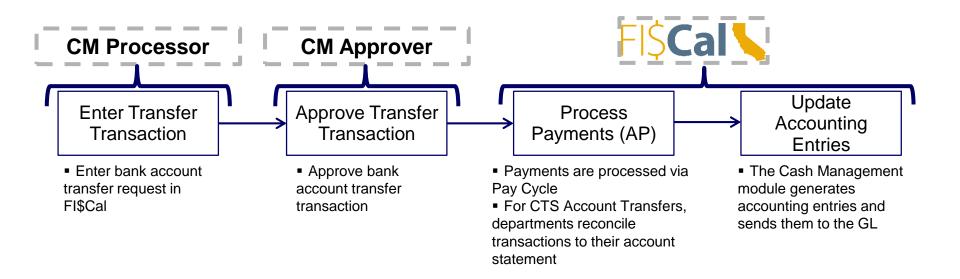
#### **Cross Business Unit Transfers**

- When a department requires a bank transfer with another department, the departments follow the established business process outside of FI\$Cal to initiate the transfer
- Departments will need to record the transfer in FI\$Cal









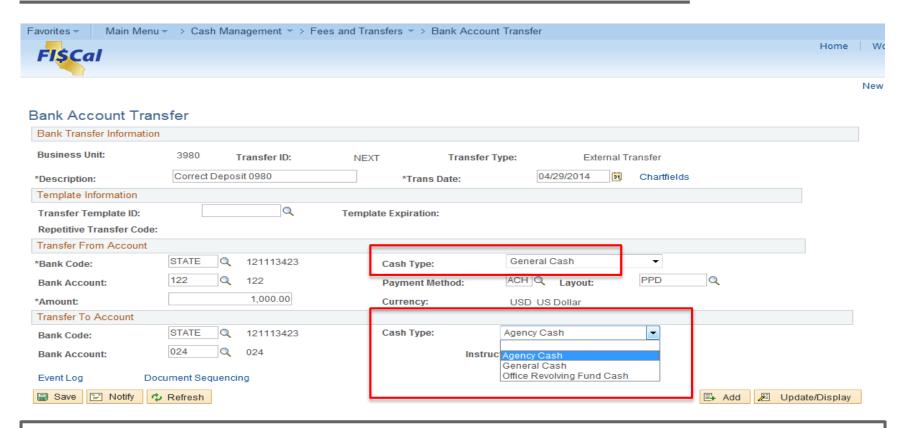
#### **Key Impacts**

 Bank account transfers are used to correct mistakes made in the wrong bank account when recording bank deposits to move cash between CTS accounts





### Bank Account Transfer - Illustration

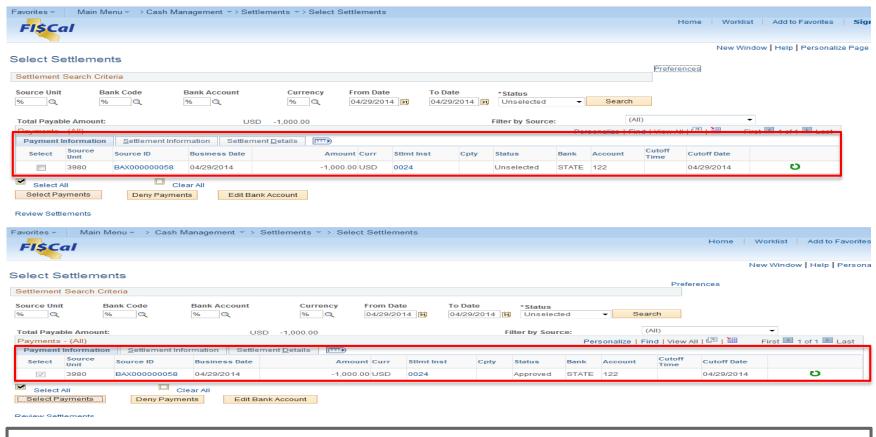


#### **Key Points**:

- Correct the transaction keyed to the wrong bank account
- Agency/ORF/General Cash types can be selected
- Payment Method must be ACH and Layout must be PPD



### Bank Account Transfer - Illustration



#### **Key Points:**

- Selected transfers are approved by CM Approver
- · Pay Cycle generates the transfer between accounts



## Demonstration







- CTS bank account reconciliation matches transactions on the CTS bank tables (bank side) with those on the system (book side) in CM, AR and AP
  - These include deposits, ORF replenishments, eFITS payments, checks and any necessary adjustments

- Following methods of reconciliation will be used in FI\$Cal:
  - Automatic reconciliation
  - ☐ Semi-Manual reconciliation
  - Manual reconciliation







- Automatic Reconciliation
  - System reconciles FI\$Cal transactions to imported bank statement transactions
  - Reduce manual reconciliation through the use of an automated matching process and integrated data management
  - Matching criteria consists of date, amount, and reference number
  - Items can be matched across dates. Date has a tolerance of 30 days for deposits and 1 year for paid checks

Automatic Reconciliation Exception Screen

 Items that do not match according to the reconciliation rules show up in Automatic Reconciliation Exceptions page

Reports

Exceptions should be researched in the module of origin





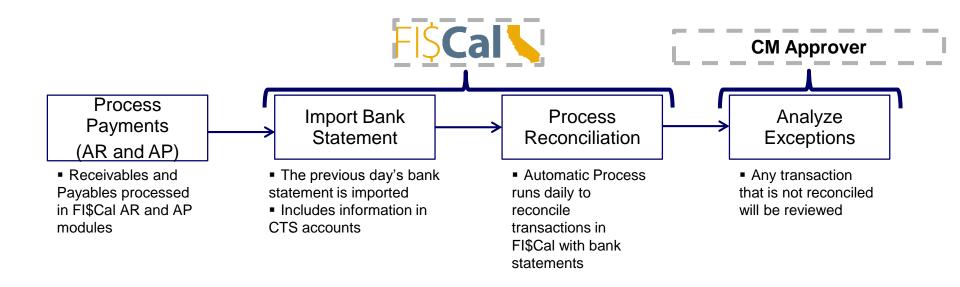


- Semi Manual Reconciliation: When items do not match 100% according to the automated reconciliation criteria, semi manual reconciliation page can be used to match items
  - Items can be matched manually
  - Total amount of bank transactions must equal to total amount of system transactions
- Manual Reconciliation: This is used to change the reconciliation status of system side transactions that can't be reconciled automatically or on the semi manual reconciliation page





### **Bank Reconciliation**



#### **Key Impacts**

Reports

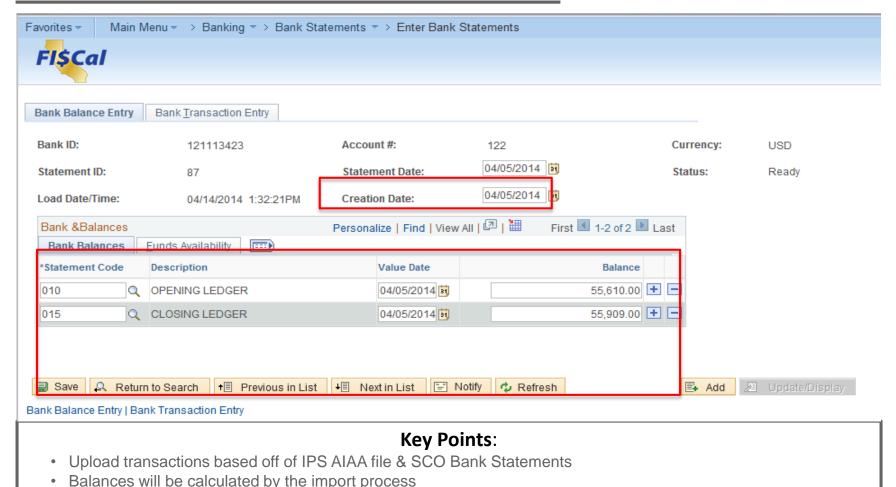
- Departments analyze exceptions for CTS Accounts
- Exceptions may be reviewed daily and must be resolved monthly







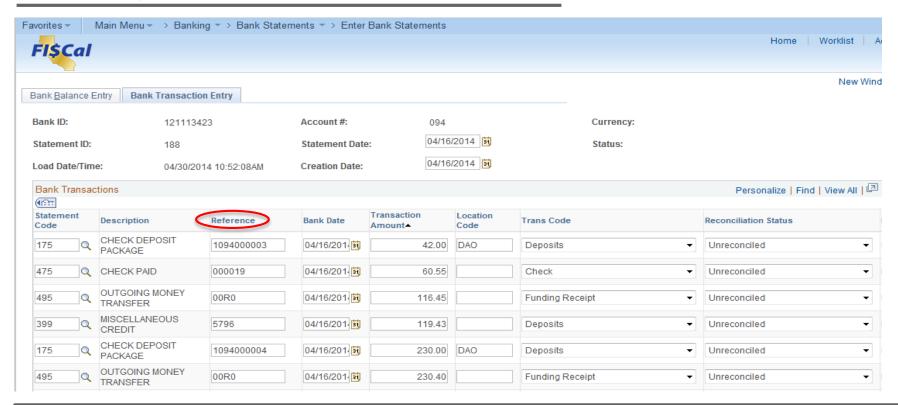
### Bank Statement - Illustration



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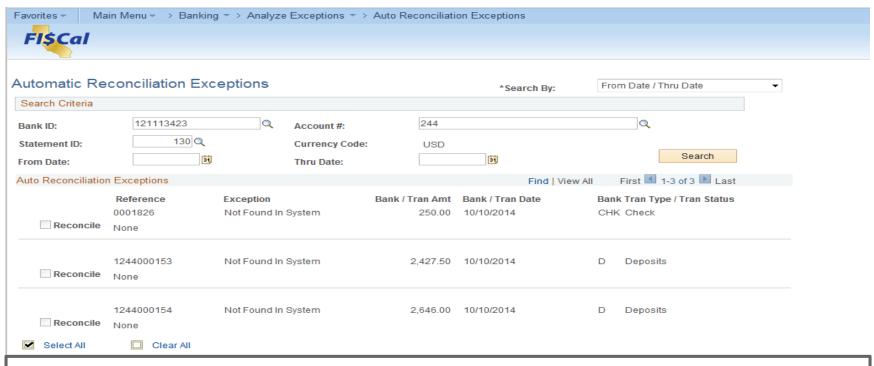
#### **Key Points:**

- Reference number will be the deposit number on the deposit slip (from EDF), check number, or JE number
- Auto reconciliation uses Reference ID, Bank Date, Transaction Amount, and Reconciliation Status for processing









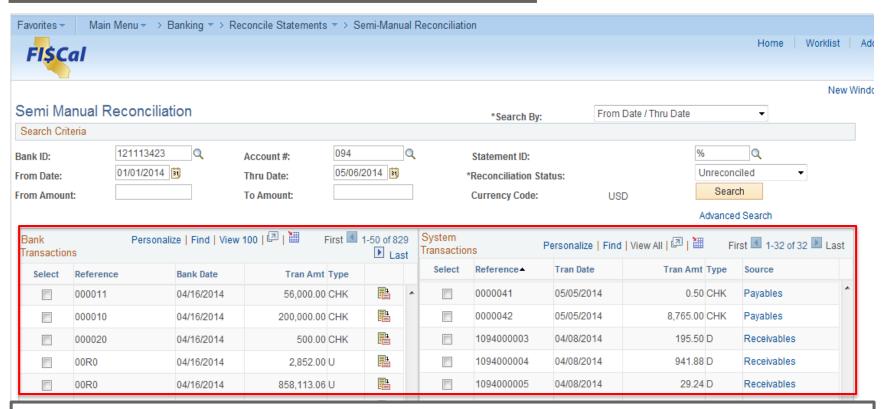
#### **Key Points:**

- Auto Reconciliation reduced manual reconciliation through the use of an automated matching process and integrated data management
- Items can be matched across dates with date tolerance rule.
- Items that do not match according to the reconciliation rules, show up in Auto Reconciliation Exceptions





### Semi-Manual Reconciliation

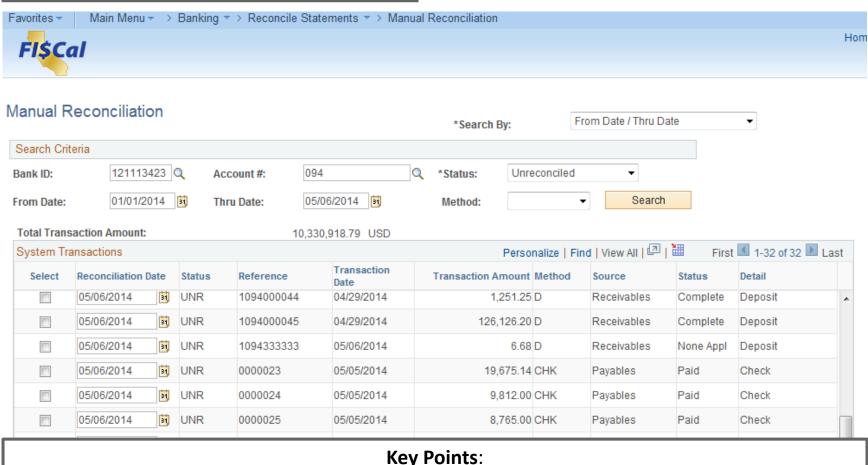


#### **Key Points:**

- When items do not match 100% according to the automated reconciliation criteria, semi manual recon can be used to match items
- Reconciled transactions can be seen under Semi Manual Reconciliation and un-reconciled if necessary
- Items can be matched ad-hoc
- Total bank transactions must equal total system transactions



### **Manual Reconciliation**

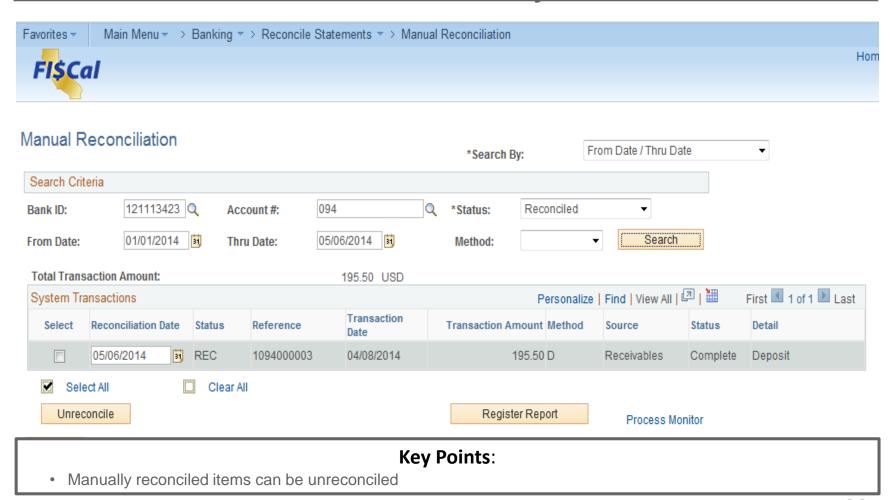


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· This is used for manual ad hoc adjustments that are not recorded on the bank side



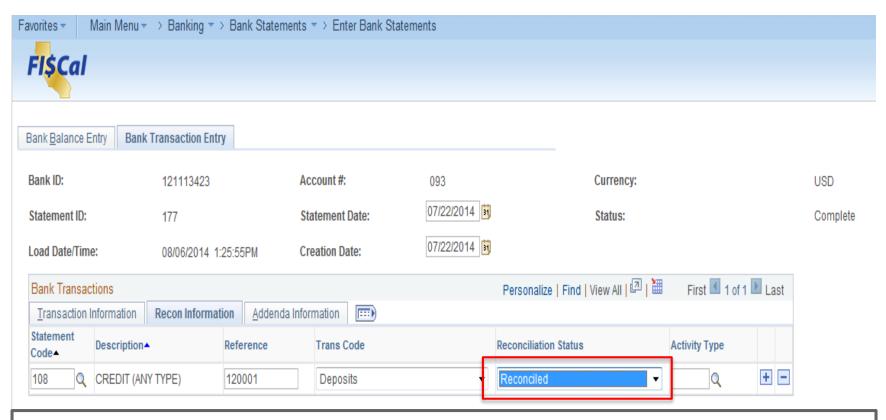
### Manual Reconciliation for System Transaction



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- **Key Points:**
- Use this to change a bank transaction to "Reconciled" only if necessary
- Must contact the Fiscal Service Center to change back to unreconciled

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### Cash Management Reports

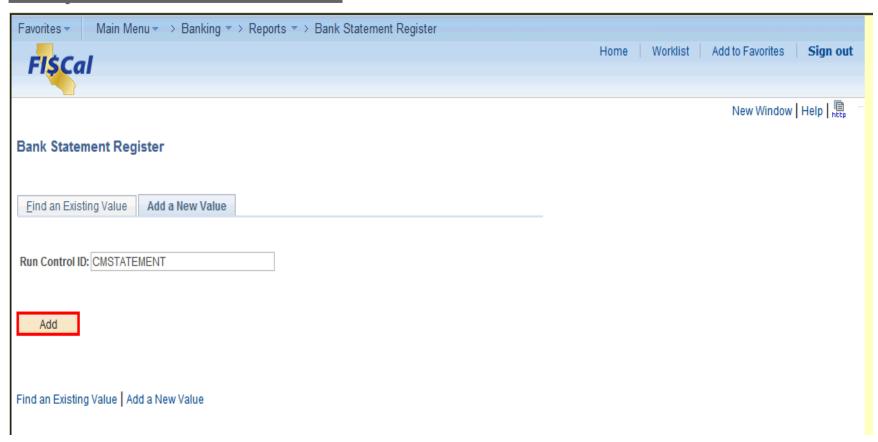
Bank

Reports

- Bank Statement Register Report
- Reconciliation Exception Report
- Reconciliation Aging Report

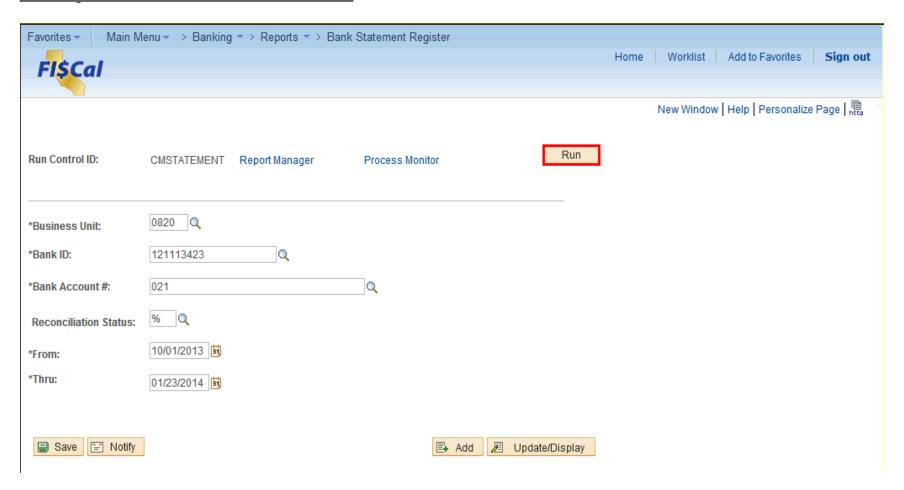














Introduction





Report ID:RPTCM007 Page no : 1 FI\$Cal

**Bank Statement Register** Run Date: 02/10/2014 Run Time: 08:30:07

0840 **Business Unit:** Recon Status:

Bank Number: 121113423

Bank Account Transfer

Bank Account: 050

10/01/2013 Through Date: 01/29/2014 From Date:

Beginning Balance:	\$0.00
Total Deposit:	\$596,325.00
Total Withdrawal:	\$0.00
Ending Balance:	\$596,325.00

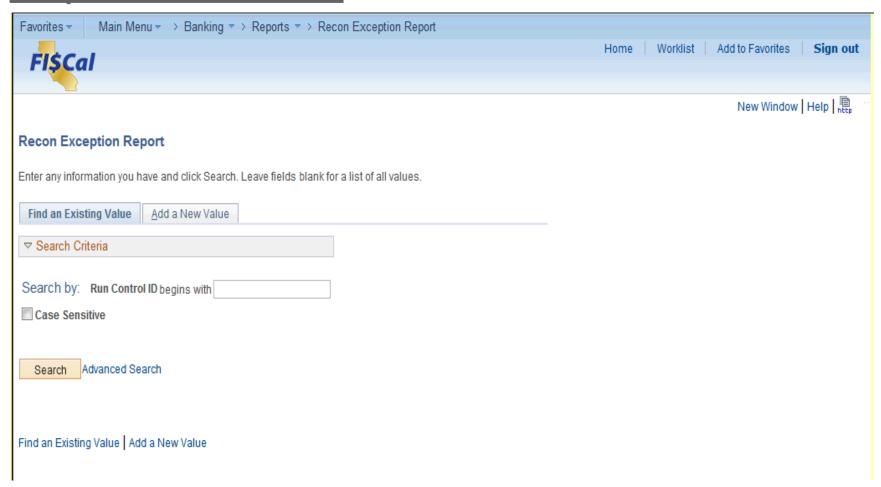
#### Deposits

Bank Date	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
12/06/2013	28		\$25.00	Deposits	Reconciled
01/23/2014	1	084	\$100.00	Deposits	Reconciled
01/23/2014	4		\$100.00	Deposits	Reconciled
01/28/2014	1	001	\$100.00	Deposits	Reconciled
01/29/2014	111133		\$596,000.00	•	Unreconciled
Transaction Amou	int for Deposits :		\$596,325.00	Transactions :	: 5

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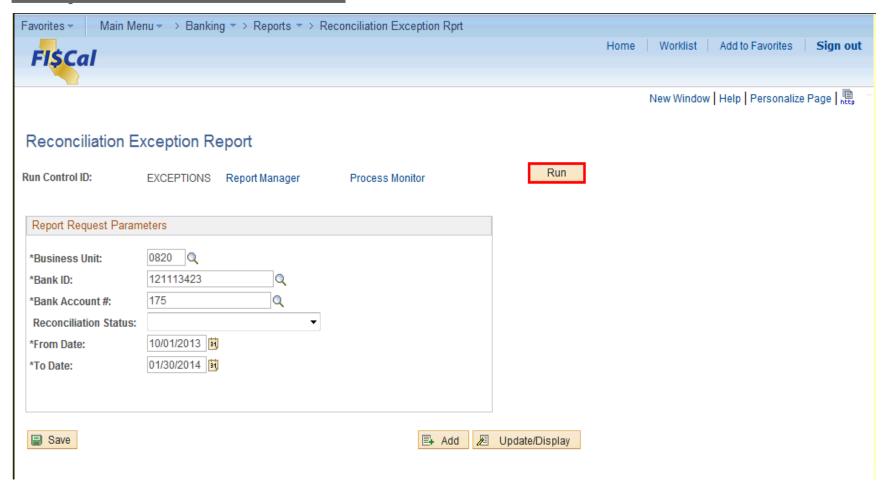














Introduction





FI\$Cal

RECONCILIATION EXCEPTION REPORT

Page

Run Run

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit: 7300 Bank ID: 121113423

Report ID: RPTCM006

Bank Account #: 070

Reconciliation Status: All

From Date: 09/01/2015 To Date: 10/01/2015

Business Unit	Bank ID	Bank Account	Reconciliation Status	From Date To D	ate '	Transaction Date	Reference ID	Identifier	Bank Transaction	Bank Transaction Status	Bank Transaction Type	Payment Transaction Type
7300	121113423	070	Unreconciled	9/17/2015 9/17/	/2015	9/17/2015	0089658		\$350.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/1/2015 9/1/	/2015	9/1/2015	0089661		\$139.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/10/2015 9/10/	/2015	9/10/2015	0089668		\$550.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/16/2015 9/16/	/2015	9/16/2015	0089669		\$750.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/21/2015 9/21/	/2015	9/21/2015	0089670		\$500.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/22/2015 9/22/	/2015	9/22/2015	0089671		\$3,606.15	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/28/2015 9/28/	/2015	9/28/2015	0089673		\$3,885.86	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/30/2015 9/30/	/2015	9/30/2015	0089674		\$800.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	10/1/2015 10/1/	/2015	10/1/2015	0089678		\$3,217,49	Unreconciled	Check	Pavables

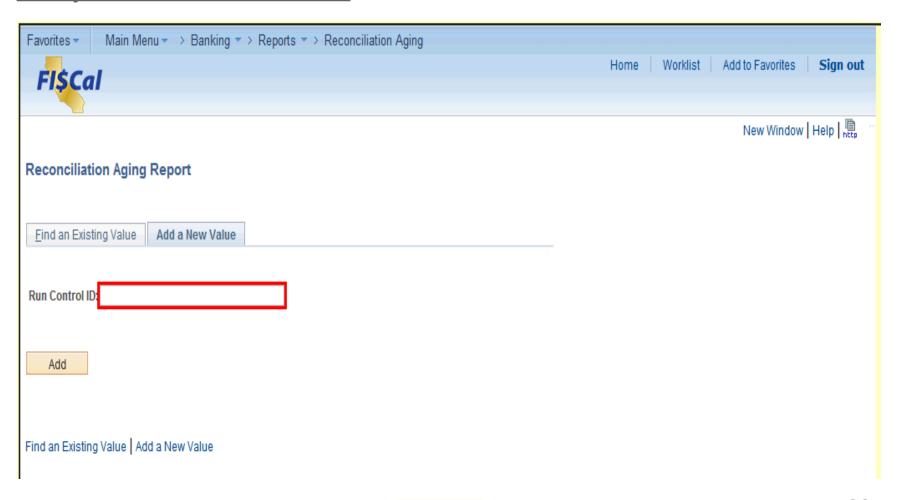
Total Exception Transactions: 9
Total Bank Exception Amount: \$13,798.50
Total PS Exception Amount: \$0.00

End of Report

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Introduction Create Bank Account Transfer Bank Reconciliiiton Reports Closing

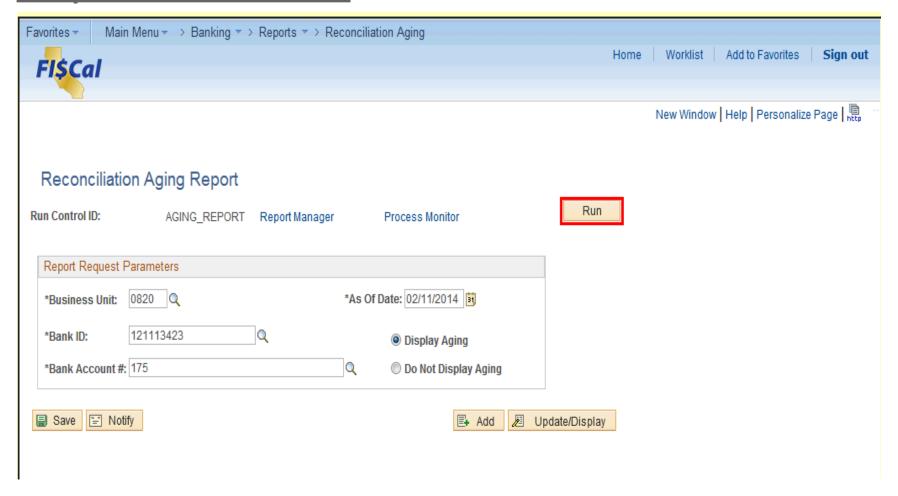






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Introduction





Report ID: RPTCM002 FI\$Cal
Reconciliation Aging Report

Page No:1 Run Date: February 11, 2014 Run Time: 10:27:59

 Business Unit
 0820

 Bank
 121113423

 Bank Account #
 175

 As of Date
 2014-01-23

 Transaction Type
 AP

#### AP - Account Payable

Payment ID	Payment Date	Current Payment Status	Amount
000000003	2014-01-13	Unreconciled	\$499.11
000000004	2014-01-13	Unreconciled	\$108.00
000000005	2014-01-13	Unreconciled	\$216.00
000000006	2014-01-13	Unreconciled	\$324.00
000000007	2014-01-13	Unreconciled	\$432.00
8000000008	2014-01-13	Unreconciled	\$540.00
000000009	2014-01-13	Unreconciled	\$648.00
000000010	2014-01-13	Unreconciled	\$864.00
000000011	2014-01-13	Unreconciled	\$972.00
000000012	2014-01-13	Unreconciled	\$756.00
000000013	2014-01-14	Unreconciled	\$500.00

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Report ID: RPTCM002 FI\$Cal Reconciliation Aging Report

Page No:1 Run Date: February 11, 2014 Run Time: 10:27:59

**Business Unit** 0820 Bank 121113423 Bank Account # 175 As of Date 2014-01-23 AP Transaction Type

#### AP - Account Payable

Payment ID	Payment Date	Current Payment Status	Amount	Due in 1-30 Days	Due in 31- 60 Days	Due in 61- 90 Days	Due in 91- 120 Days	Over 12
0000000003	2014-01-13	Unreconciled	\$499.11	\$ 0.00	\$ 499.11	\$ 0.00	\$ 0.00	\$ 0.00
0000000004	2014-01-13	Unreconciled	\$108.00	\$ 0.00	\$ 108.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000005	2014-01-13	Unreconciled	\$216.00	\$ 0.00	\$ 216.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000006	2014-01-13	Unreconciled	\$324.00	\$ 0.00	\$ 324.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000007	2014-01-13	Unreconciled	\$432.00	\$ 0.00	\$ 432.00	\$ 0.00	\$ 0.00	\$ 0.00
8000000000	2014-01-13	Unreconciled	\$540.00	\$ 0.00	\$ 540.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000009	2014-01-13	Unreconciled	\$648.00	\$ 0.00	\$ 648.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000010	2014-01-13	Unreconciled	\$864.00	\$ 0.00	\$ 864.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000011	2014-01-13	Unreconciled	\$972.00	\$ 0.00	\$ 972.00	\$ 0.00	\$ 0.00	\$ 0.00
000000012	2014-01-13	Unreconciled	\$756.00	\$ 0.00	\$ 756.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000013	2014-01-14	Unreconciled	\$500.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00

Reports

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# Demonstration







- Share BPW materials at your department
- Review with your FI\$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Workshop (TECH809) Currently
    - Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
  - Configuration Support Labs Currently
  - End-User Training October 2017
    - Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles.



# **Questions & Answers**



FI\$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov